

MEMORANDUM

To:

Via:

Via:

From:

Date:

Subject: _____

QC/QA Certification:

I certify to the best of my knowledge and belief that all elements required for advertisement are complete, accurate, and meet the Standard of Care required. DeIDOT's quality control processes were followed and a record of quality control checks are available in project files.

Signature (Project Manager)

Date

Signature (Group Engineer)

Date

QC/QA Verification:

I have reviewed the documents and verify to the best of my knowledge and belief that the quality control and quality assurance process was followed; that the Engineer of Record is properly licensed; and that the project design, construction plans, specifications, cost estimates, and all other required elements needed to construct this project are complete and ready for advertisement.

Signature (Deputy Director Design)

Date